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Use good tools

Ecclesiastes 10:10 (NKJV) says:

If the ax is dull, And one does not sharpen the edge, Then he must use more strength; But wisdom brings success.

This principle involves making appropriate use of technology and relevant tools. If one is a landscaper, then investing in a lawnmower or weedwhacker is likely to positively affect your productivity.

There are some jobs at which the electric tools will be more efficient and effective than just a machete.

Similarly, if you have a farm, investing in an automatic watering system might be a cost-effective tool to automate what would otherwise be a labour-intensive task.

Anytime you can reduce, eliminate or automate a daily task that's a huge win which increases productivity.

For those working in an office environment there are many “hacks” that could improve productivity. For example, if there are routine email messages to be sent, consider using an email account that can schedule the email messages or utilising an online calendar for reminders and scheduling.

The book Education tells us that: “success in any line demands a definite aim.” pg. 262

Equally true is the aphorism: **If you don't know where you are going, then any road will take you there.**

So here is a suggested roadmap: Commit to excellence and to improving your productivity, plan your work and have a way to review and track your progress, and invest in and use good tools.



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3 WAYS To Improve Your Productivity At Work

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Authored by
Lenroy Stewart

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See God as your boss or client and commit to excellence.

Colossians 3:23-24 says:

“And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.”

Practically, this includes recognizing that as a worker you are a representative of God and that you are ultimately accountable to God. This should lead to the worker committing to excellence.

It would also include committing to studying productivity tips and strategies as well as assessing what may be hindering your productivity.

For some, something as simple as avoiding social media use during work hours could lead to an exponential increase in productivity.

2

Plan your work and have a way to review and track your progress.

Proverbs 21:5 says “The plans of the diligent lead surely to plenty, but those of everyone who is hasty, surely to poverty.”

1 Corinthians 14:40 admonishes:

Let all things be done decently and in order.

Management gurus state that “**what gets scheduled, gets done**” and **what “gets measured, gets managed”**.

There is certainly truth in these statements. Thus, it will be important to set goals, plan and choose a strategy to execute those goals and then evaluate progress.



It is the duty of every Christian to acquire habits of order, thoroughness, and dispatch. There is no excuse for slow bungling at work of any character.

When one is always at work, and the work is never done, it is because mind and heart are not put into the labor. The one who is slow, and who works at a disadvantage, should realize that these are faults to be corrected. He needs to exercise his mind in planning how to use the time so as to secure the best results.

By tact and method, some will accomplish as much work in five hours as another does in ten. Some who are engaged in domestic labor are always at work, not because they have so much to do, but because they do not plan so as to save time.

By their slow, dilatory ways, they make much work out of very little. But all who will may overcome these fussy, lingering habits. In their work let them have a definite aim. Decide how long a time is required for a given task, and then bend every effort toward accomplishing the work in a given time.

The exercise of the will power will make the hands move deftly.

– **Christian Stewardship**, p. 237

Ellen White

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